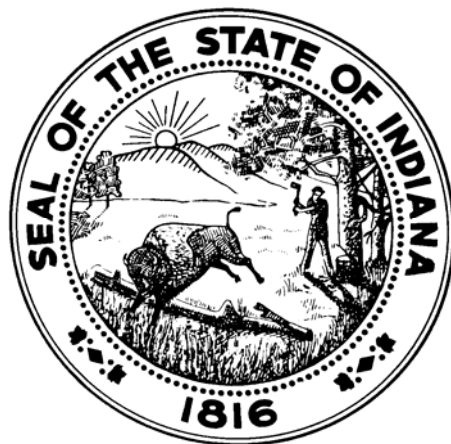


STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

REVIEW REPORT
OF
EDUCATION EMPLOYMENT RELATIONS BOARD
STATE OF INDIANA

April 1, 2005 to February 28, 2007



FILED
06/27/2007

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AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman	Dennis P. Neary	07-01-00 to 09-23-05
Director of Conciliation Services	Vicki E. Martin	09-24-05 to 06-11-06
Chairman	Michael W. McConnell	06-12-06 to 06-30-07



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE EDUCATION EMPLOYMENT RELATIONS BOARD

We have reviewed the receipts, disbursements, and assets of the Education Employment Relations Board for the period of April 1, 2005 to February 28, 2007. The Education Employment Relations Board's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports.

Based on our review, nothing came to our attention that caused us to believe that the receipts, disbursements, and assets of the Education Employment Relations Board are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations except as stated in the review comments.

STATE BOARD OF ACCOUNTS

March 28, 2007

EDUCATION EMPLOYMENT RELATIONS BOARD
REVIEW COMMENTS
February 28, 2007

SDO ADVANCE

The Special Disbursing Officer (SDO) Advance for the Education Employment Relations Board was not turned over or reimbursed completely during the review period.

If a SDO advance is not turned over within one or two months then the SDO advance is too large and should be reduced. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 7)

FIXED ASSET INVENTORY

As stated in the prior Report B25109 the fixed asset inventory of the Education Employment Relations Board is not complete as to additions and retirements and assets have not been consistently tagged upon receipt. Additionally, an annual physical inventory of assets owned has not been conducted.

Assets costing more than \$500 but less than \$20,000 must be maintained on an asset control system at the agency. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 10)

Assets at the minimum level of \$500 must be tagged. Assets should be tagged upon receipt. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 10)

Once a year, after receiving a Fixed Asset Master Listing, a physical inventory is to be taken and compared to the Master Listing and the agency's listing of assets from its asset control system. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 10)

EDUCATION EMPLOYMENT RELATIONS BOARD
EXIT CONFERENCE

The contents of this report were discussed on April 9, 2007, with Michael W. McConnell, Chairman; and Tammie Welker, Accountant.

A copy of the review comments was mailed to the prior Chairman, Dennis P. Neary.